

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs
Education Licensure Commission



Transcript Request Form

By law, the Education Licensure Commission is the repository for academic records of institutions in the District of Columbia that go out of business and make no other arrangements for maintaining the records. The Commission does not have legal authority to alter documents in the records of closed schools. All transcripts issued by the Commission are certified copies of records as they appeared in the Office of the Registrar upon the school's closing. Official copies bear the seal of the Commission and are issued only to institutions. Student copies of transcripts are issued directly to students.

To request a copy of your transcript, please submit this form to Mr. George Beatty, Education Licensure Commission, 941 North Capitol Street, NE, Washington, DC 20002. A check, or money order, made payable to the DC Treasurer, for five (\$5.00) dollars, must accompany your request.

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Social Security Number: _____ - _____ - _____ E-mail Address: _____

Maiden Name (If applicable): _____

Name of Institution Attended: _____

Date(s) of Attendance: _____

TRANSCRIPT SHOULD BE SENT TO:

Name of Institution: _____

Address: _____

City/State/Zip Code: _____

I certify that I am the person listed above and the information in this request is true and correct.

Date Signature